

SENIOR MAINTENANCE WORKER

DEFINITION

To lead and participate in a variety of routine to difficult manual work in the maintenance, repair, and construction of City's streets, signs, sewers, storm drains, and related structures in accordance with established procedures; to operate and maintain related tools and equipment; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead level class in the Maintenance series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Maintenance Worker II class in that the Senior level provides technical and/or functional guidance over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor.

Exercises technical and/or functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Lead and participate in the work of a crew engaged in the maintenance, repair, and construction of streets, signs, sewers, storm drains, and related structures; perform the most skilled or complex duties.

Operate and troubleshoot equipment problems; operate a variety of construction and maintenance equipment, light and heavy trucks, and power tools.

Secure worksites from traffic hazards as necessary; monitor work in progress at the work site; provide technical assistance to crews and direct corrections and modification as appropriate.

Train and instruct new and less experienced employees in proper work methods, tools, equipment, and safety precautions; ensure safety of work sites by utilizing appropriate safety methods, equipment and devices, including traffic control.

Install signs and stripping, pavement legends and pavement markings.

Estimate materials needed and secure tools and equipment required for assigned jobs; mark out underground services; lead and participate in the removal of graffiti from City property.

Maintain inventory of parts and supplies, calibrate gas detectors; clean and maintain shop, tools, and equipment.

Discuss work to be performed with supervisors, and assist in planning, organizing and assigning work to designated crew.

Act as Striping and Signing Supervisor, Public Works Supervisor, or Equipment Operator in his/her absence as directed; assume responsibilities as needed; provide input on employee evaluations.

Respond to emergency situations in off-hours as required; work overtime and off-hour shifts as needed.

Keep work related records using a computer.

Operate City trucks and tractors with attachments skillfully and safely.

Respond to questions or complaints from the public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, materials, tools and equipment used in street, sewer maintenance, traffic painting, signing, street striping, and cement work.

Practices of assigning and reviewing the work of others.

Use and maintenance of commonly used hand and power tools and equipment related to assignment.

Pertinent rules, laws, and policies related to area of assignment.

Practices and procedures of traffic control and flagging.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Principles and practices of conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Lead, assign, and review the work of others.

Plan, estimate materials, and tools needed for jobs.

Train and instruct others in proper work methods and techniques.

Use and operate tools and equipment related to assignment, including personal protective equipment.

Keep work related records and prepare reports using a computer.

Work effectively at remote locations without direct supervision.

Operate City vehicles observing legal and defensive driving practices.

Follow oral instruction; read, interpret, follow and explain written instructions, construction sketches and equipment manuals.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts as needed.

In the absence of a supervisor or equipment operator, assume responsibilities as needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level experience in street and sewer maintenance and construction, traffic painting, signing and cement work.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid Class "B" California driver's license with tanker endorsement, if assigned to wastewater section.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, or sit in jolting cab for varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder, climb ladders; work underground in confined spaces or trenches, and perform sustained heavy physical activities on a continual basis; verbal ability to communicate in person, use a two-way radio, and use a telephone; lift or carry weight of 100 pounds or less. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed outdoors with exposure to a variety of weather conditions; work with exposure to traffic, noise, raw sewage, physical barriers, and around heavy equipment or around potentially hazardous substances; work underground, in confined spaces or trenches on slippery or uneven surfaces, or when assigned to wastewater section.

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